

Reagan Academy

Ronald Wilson Reagan Academy, Incorporated

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Title Page 2005 - 2006

Name of Proposed Charter School Reagan Academy
 New School Converted School

Name of Applicant Applying for the Charter Ronald Wilson Reagan Academy, Incorporated
 (This may be a public body, private person, or private organization.)

Authorized Agent for Applicant Marlene Swasey
 (This may be the individual applicant or an authorized member of the corporate board.)

Authorized Agent Mailing Address 485 East 700 North

City Springville State Utah Zip 84663

County Utah E-mail _____

Daytime Phone (801)489-5532 Fax _____

Form of Organization

- NonProfit Corporation
- Tribal Entity
- _____

The governing body of a charter school is responsible for the policy decisions of the school. Please indicate the makeup of this body below.

Name, if known at time of application	Phone Number	Type of Member (examples: parent, business, potential staff)	Position on Board
Marlene Swasey	489-5532	Parent/Potential staff	CAO/Chairman
Valerie Throckmorton	489-8342	Parent	Vice Chairman

Target Population

Mission Statement (use only this space):

VISION: Reagan Academy's vision is to instill in each child a lifelong love of learning and serving by challenging their mind and nurturing their heart.

MISSION: Reagan Academy's mission is to:

- **BUILD** an excellent academic foundation for all students
- **ENSURE** that each child is challenged and progressing
- **INSPIRE** integrity and a spirit of citizenship

MOTTO: Partnership in Education

	GRADES SERVED											TOTAL NUMBER OF STUDENTS (Enrollment cap)		
	K	1	2	3	4	5	6	7	8	9	10		11	
Year 1	75	75	75	75	75	75	75	75	75	75				675
Year 2	75	75	75	75	75	75	75	75	75	75				675
Year 3	75	75	75	75	75	75	75	75	75	75				675
Ultimate Enrollment	75	75	75	75	75	75	75	75	75	75				675

(The number of students should be a maximum enrollment that is being requested.)

Outreach Plan (consistent with the school's mission AND the public school law and purposes)

Reagan Academy has set aside \$10,000 in our budget that will be used specifically for out reach. As part of this effort we will first form a committee, under the direction of the Board of Trustees. This committee will be called the outreach committee and will create a strategy for outreach. This strategy shall include but not be limited to: the local newspapers (Springville Herald, Spanish Fork Press and Daily Herald), flyers and direct mail to prospective students; Open houses and other public meeting to be held to educate the public both prior to selection and during. And other means recommended by this committee and approved by the Board of Trustees.

School Calendar

Standard

Extended School Year

Instructional Days 180

Alternative (please describe in 5 words or less)

Start Date Will closely follow that of the local district.

Complete the following information for each site indicated above. If planning more than one site, attach an additional page with the following information.

If facility arrangements have been made, provide the information below.

Site Name Reagan Academy

Site Address 1143 W. Center St.

City Springville Zip Code 84663 County Utah

Site/Location Description:

Reagan Academy is built on approximately 6 acres in west Springville and includes parking, two drop-off driving areas for safety, and fenced play fields including playground equipment.

The facility is approximately 40,000 square feet meeting all ADA requirements as well as state and local building codes to accommodate 675 students. The facility includes a library with over 2,000 square feet, at least one computer lab, a teacher's lounge, nurse's office, break-out rooms to facilitate group and individual instruction and, at least one, special education room.

Title 53A-1a-503 statutorily defines **seven purposes for charter schools**. Please provide a detailed description of how your school will meet these defined purposes. You may attach sample lesson plans and other information that demonstrates a fulfillment of a stated purpose. If a purpose does not apply to your proposed school, please so indicate.

1. Continue to improve student learning:

This is the primary goal of Reagan Academy and will be met by our individualized instruction in all grades. We will work on core subjects with consistent assessments, both formative and summative. This allows us to track the performance of each student.

2. Encourage the use of different and innovative teaching methods:

Due to the individual approach to instruction, we will use a variety of methods to address the learning needs of each student.

3. Create new professional opportunities for educators that allow them to participate in designing and implementing the learning program:

Reagan Academy values the input of our educators. We will encourage and facilitate the interaction of our faculty, staff, and parents to create unique programs that fit within our philosophy. Our intent is to give our teachers greater autonomy in their classrooms to fulfill the mission of the school. We will ensure that teachers have professional development opportunities and resources necessary to implement best practice in the classroom as well as develop new teaching strategies. In this way, we empower teachers to better meet the individual needs of multi-leveled student abilities.

4. Increase choice of learning opportunities for students:

Reagan Academy recognizes that students have diverse interests and learning styles. As mentioned in purpose #2, Reagan Academy has adopted a policy of differentiation in all subjects. We design curricula that allow students a variety of ways in which they may show mastery.

5. Establish new models of schools and new forms of accountability that emphasize measurement of learning outcomes and the creation of innovative measurement tools:

The formal assessment data used in daily instruction will come from “gains” testing conducted throughout the year. When this data is coupled with state mandated testing, and informal classroom assessment where needed, we will be able to gauge the effectiveness of instruction and adjust the teaching approach when necessary. Through this process, students, parents, and educators will begin to make educational decisions that allow for maximum growth and development academically and socially for students.

6. Provide greater opportunities for parental involvement in management decisions at the school level. (*See also 53A-1a-508 (3)(h)*)

Parents will have ongoing and regular opportunities to communicate with management. Parents will also be polled regularly by anonymous survey to enable them to give their opinions in situations where they might not be comfortable openly discussing issues regarding the school. There will also be ample opportunity for parental involvement in the school volunteer program.

7. Expand public school choice in areas where schools have been identified for improvement, corrective action or restructuring under the No Child Left Behind Act:

Reagan Academy is not being established as a result of any action related to the provisions of No Child Left Behind.

4- Comprehensive program of instruction.

“I have sworn upon the altar of God eternal hostility against every form of tyranny over the mind of man.”

President Thomas Jefferson

As quoted in the Jefferson Memorial in Washington, D.C

Reagan Academy exists in order that its graduates possess an excellent academic foundation, demonstrate personal responsibility and moral integrity, and value the founding principles of American society.

To ensure that our students receive an excellent academic foundation, our program of instruction is based in the commitment that all students will receive targeted instruction on their levels so that they can meet learning and growth targets every year as measured by gains testing. Another

goal is that 90% of students will meet or exceed core competencies on state standards regardless of the students' entry level.

Students also will exhibit exemplary character and show respect for others and property. Through the character education programs at Reagan Academy, students will be taught and encouraged to do the following:

- take responsibility for their choices and the consequences of their actions
- demonstrate the moral discipline to make their actions consistent with their knowledge of ethical principles
- possess the proper attitude, work ethic and motivation to achieve their highest potential
- develop a lifelong love of learning

The content of instruction at Reagan Academy is designed so that upon completion of their study at the school, students possess a rich and diverse knowledge base that extends beyond the minimum requirements of the state core. This content is derived from the state core standards, Core Knowledge Curriculum as well as other sources as the situation dictates. The following describes in more detail the various aspects of the instruction received at Reagan Academy:

I) Language Arts- Students in language arts will be taught in small groups of students at similar ability levels. Each group will be taught specific reading, writing, spelling, and grammar skills that are needed for them to meet growth targets annually. As a result of this instruction, students will be literate in the classics.

Catch-up growth will be targeted for those students that are below grade level standards with a goal of grade-level proficiency by the end of the year for those students. Instruction will include appropriate enhancement for students who are at grade level or above at the beginning of the school year to ensure that students have adequate challenge and are making progress even though they appear to have met the state core standards at the beginning of the year.

II) Mathematics- Students in math will be taught in ability-based groups at the level corresponding to their needs as determined by a combination of gains testing, teacher report, parent report, and readiness. Student progress will be closely monitored to allow for movement as needed through the course of the school year. Students who are identified as not meeting grade level standards will be grouped in “catch-up” classes with the goal being at least grade-level proficiency by the end of the year.

III) Science- The instruction of Science will be based in the state core standards. Enhancement and extension through the use of research based curriculum supplements, as well as technology and the integration of writing skills will be emphasized.

IV) Social Studies- Social Studies will also be based in the state core standards with emphases in the integration of technology, writing, and critical thinking skills.

As a special and consistent emphasis, students will be instructed so as to understand and appreciate the societal conditions and foundations upon which the United States of America was formed. Students will also understand the rights, responsibilities, and obligations of an American citizen as outlined in the Constitution of the United States. Students will also have a working knowledge of the Constitution, the proper role of government, and the meaning of patriotism.

IV) Physical Education and the Arts- Students at Reagan Academy will receive specific weekly instruction in physical education. Students will receive rich exposure to the fine arts every year from K-6 with options available to meet and exceed state requirements in grades 7-8.

V) Other Instruction- Reagan Academy will offer instruction in elective courses as dictated by need and permitted by the budget, and afterschool clubs as interest supports.

Whenever possible, Reagan Academy will also offer extramural athletic and academic teams and clubs so long as their intent is in keeping with the standards and goals of Reagan Academy.

Effectiveness Goals

Goal	Specifics	Measurement
Students will possess a rich and diverse knowledge base that extends beyond the requirements of the state core curriculum.	1) At least 90% of students will meet or exceed core competencies on state standards 2) At least 65% of students will meet annual growth targets 3) Students will possess critical thinking skills and the ability to analyze information. 4) Students will be literate in classical literature and receive rich exposure to the fine arts.	Absolute student performance will be measured using the state mandated proficiency exam. Annual gains performance of students will be measured using a research based student growth model. Annual review of curriculum offerings and the effective integration of critical thinking and analysis will show satisfactory achievement of goals 3 and 4.

<p>Students will exhibit exemplary character and show respect for others and property.</p>	<p>1) Students will take responsibility for their choices and the consequences of their actions.</p> <p>2) Students will demonstrate the moral discipline to make their actions consistent with their knowledge of ethical principles.</p>	<p>Student behavior will be tracked internally as teachers, parents, and administrators work together to give students choices and see the consequences of their actions. The goals will be considered successfully accomplished if the team of parents, teachers, and administrators is able to help all referred students through the process.</p>
<p>Students will understand and appreciate the societal conditions and foundations upon which the United States of America was formed.</p>	<p>1) Students will understand rights, responsibilities, and obligations of an American citizen as outlined in the Constitution of the United States.</p> <p>2) Students will have a working knowledge of the Constitution, the proper role of government, and the meaning of patriotism.</p> <p>3) Students will possess the ability to provide leadership and service within their communities.</p>	<p>Annual review of student curriculum and the effective instruction of it in the classroom will show satisfactory achievement of these goals.</p>

School Calendar

We intend to closely follow the calendar of the local school district. We will use the 2005-2006 calendar that they post as well. With our calendar aligned with the school districts we ensure that we will comply with the number of days required of instruction. Our school day will begin at 8:15am and will end at 2:45pm. We will allow for a 30-minute lunch with all recesses supervised.

District Calendar 2004-2005

Aug 2004	School Registration: (link to website)
Aug. 18-24	Teacher and Staff Development
Aug. 20	Certified/Classified Renewal Conference and Benefits Fair
Aug. 25	School Begins
Aug. 25- Sept.2	Kindergarten Assessment
Sept. 3	Kindergarten Begins
Sept. 6	Labor Day (No School)
Oct. 26	1st Term Ends
Oct. 27	Teacher Development Day (No School)
Oct. 28-29	UEA (No School)
Nov. 1	2nd Term Begins
Nov. 24	P/C Comp Day (No School)
Nov. 25-26	Thanksgiving Holiday (No School)
Dec. 22	Christmas Holiday Early Out Day
Dec. 23	P/C Comp Day (No School)
Dec. 24-31	Christmas Holiday (No School)
Jan. 3	School Resumes
Jan. 13	2nd Term Ends
Jan. 14	Teacher Development Day (No School)
Jan. 17	Martin L. King Day (No School)
Jan. 18	3rd Term Begins
Feb. 21	Presidents Day (No School)
Mar. 24	3rd Term Ends
Mar. 25	Teacher Development Day (No School)
Mar. 28	4th Term Begins
Apr. 13	P/C Comp Day (No School)
Apr. 14-15	Spring Break (No School)
May 27	Last Day of School Early Out (Elementary:12:00) (Secondary:12:30)
May 30	Memorial Day

Special Education

This is extremely important as we recognize that there are very specific needs. To this end we will provide special education teachers and staff. We will privately contract all services that we are not able to provide ourselves; i.e. Speech Language Therapy, Occupational Therapy, and Psychological services. The costs of these potential contracts have been set-aside in our budget. As part of this process we will create an Individual Education Plan team, or IEP Team. This IEP Team will be made up of the necessary people to create an adequate Individual Education Plan for our special needs students. This will include our LEA representative, regular education teacher, special education teacher, parent and specific professionals as needed. The Director will ensure that the student receives proper accommodations as specified by the IEP.

We will also provide professional development training and lectures to all of our teachers to ensure that they fully understand the needs and requirements of our special education students. This will include instructions in the provisions of IDEA.

We will set aside money in our budget to allow our Special Education teachers to receive any professional development as needed. This will improve our quality of services.

The special Education Department will work very closely with the Utah State Office of Education Special Education directors. This will ensure a working relationship when unique circumstances may arise.

A responsibility of the Special Education department is to develop Child Find strategies and work in accordance with IDEA and No Child Left Behind.

5. Detailed Business Plan

[The Reagan Academy will submit the budget proposal for all expenses anticipated through the opening of the school with the Startup Grant application, as directed by the Utah State Office of Education.]

**Reagan Charter School Worksheet
FY 2004-2005**

*******ESTIMATE ONLY*******

School Name	TEMPLATE		
	Average Daily Membership Rating Factor WPU Generated		
Estimated ADM (K)	75	0.55	41.25
Estimated ADM (1-3)	225	0.9	202.5
Estimated ADM (4-6)	225	0.9	202.5
Estimated ADM (7-8)	150	0.99	148.5
Estimated ADM (9-12)	0	1.2	0
Special Ed Pre-School	0		
Special Ed ADM (K) ¹	7		
Special Ed ADM (1-12) ¹	60		
Special Ed (Self-Contained) ¹	7		
Number of Teachers (K-6)	20		
Number of Teachers (7-12)	7		
WPU Value	\$2,182		

Program Name	Rate	WPU Generated	Amount Generated
WPU Programs			
Regular Basic School:			
Regular WPU - K-12	See above	594.7500	\$ 1,297,745
Professional Staff	0.01705	10.1396	22,125
Administrative Costs	22.89 per student		15,451
Restricted Basic School:			
Special Ed--Add-on***	0.9972	70.6519	154,162
Spec. Ed. Self-Contained***	1.0000	7.0000	15,274
Special Ed Pre-School	1.4700	0.0000	-
Special Ed-State Programs	Based on Programs		
Applied Technology	Based on Programs		
Class Size Reduction (K-8)	253.75 per K-8 ADM		171,281
Total WPU Programs		682.5415	\$ 1,676,038
Non-WPU Programs			
Related to Basic Programs:			
SS & Retirement	\$ 406.85 per WPU		\$ 277,692
Quality Teaching Block Grant	\$95		56,501
Local Discretionary Block Grant	\$48.5		28,845

Interventions-Student Success	\$25.83		15,362
Special Populations			
Youth at Risk Programs	\$5.85		3,479
Gifted and Talented	\$4		2,379
Other			
School Land Trust Program	\$20.80 per student		14,040
Reading Achievement Program	\$58 per student		13,050
Local Replacement Dollars	Average \$1,006 per student		686,092
Total Non-WPU			\$ 1,097,441
One Time*			
Teacher Materials/Supplies**	\$225 per teacher (K-6)	20	4,500
Salary Bonus	\$175 per teacher (7-12)	7	1,225
UPASS On-line Testing	\$300 per F.T.E.	27	8,100
	\$12.50 per student	675	8,438
Total One Time			\$ 22,263
Estimated Total All State Funding			\$ 2,795,741

Numbers are based on estimated FY2005 enrollment.

Reagan Academy									
	First Year			Second Year			Third Year		
Number of Students (ADM):			675			1275			1275
Revenue			Total			Total			Total
State Funding			\$ 2,795,741			\$ 2,795,741			\$2,795,741
Federal & State Projects									
Private Grants & Donations									
School Land Trust money			0			\$ 14,040			14,040
Federal Startup Grant			\$ 250,000.00			\$ 0			0
Total Revenue			\$3,045,741			\$2,809,781			\$2,809,781
Expenses	# Of Staff	@ Salary	Total	# of Staff	@ Salary	Total	# of Staff	@ Salary	Total
Salaries									
Director (Principal)	1.00	\$ 60,000.00	\$60,000	1.00	\$ 60,000.00	\$60,000	1.00	\$ 60,000.00	\$60,000
Teacher-Regular Ed	27.00	\$ 35,000.00	\$945,000	27.00	\$ 35,000.00	\$945,000	27.00	\$ 35,000.00	\$945,000
Teacher-Special Ed	1.00	\$ 35,000.00	\$35,000	1.00	\$ 35,000.00	\$35,000	1.00	\$ 35,000.00	\$35,000
Instructional Assts	29.00	\$8/hr@990	\$229,680	29.00	\$8/hr@990	\$229,680	29.00	\$8/hr@990	\$229,680
Secretary	1.00	\$ 25,000.00	\$25,000	1.00	\$ 25,000.00	\$25,000	1.00	\$ 25,000.00	\$25,000
Bookkeeper						\$			\$
Other									
Other (State Retirement @ 14%)			\$149,000			\$149,000			\$149,000
Other (payroll taxes @ 7.9%)			\$102,000			\$102,000			\$102,000
Employee Benefits (200)			\$ 165,000			\$165,000			\$165,000
Travel (580)			\$ 7,500.00			7,500			7,500
Purchased Professional Services(300)			\$ 12,000.00			12,000			12,000
Purchased Property Services(400)			\$ 18,000.00			18,000			18,000
Instructional Aids/Books/Library(600)			\$ 125,000.00			20,000			10,000
Supplies(600)			\$ 75,000.00			50,000			50,000
Legal (300)			\$ 5,000.00			5,000			5,000
Auditor(300)			\$ 3,500.00			3,500			3,500
Marketing (300)			\$ 12,000.00			3,000			3,000
Other (printing; postage)			\$ 10,000.00			10,000			10,000

Total Instruction, Administration & Support			\$1,978,680			\$1,839,680			\$1,829,680
Operations & Maintenance			Total			Total			Total
Supplies (janitorial)			7,500			7,500			7,500
Phone/Communications			5,000			5,000			5,000
Custodial Services			25,000			25,000			25,000
Special Education set aside (contract)			20,000			20,000			20,000
Property/Casualty Insurance			35,000			35,000			35,000
Utilities			50,000			50,000			50,000
Rent			0			0			0
Fees/Permits & dues			7,500			5,000			5,000
Transportation			0			0			0
Food Service			0			0			0
Accounting Services			3,000			3,000			3,000
Land & Improvements			0			0			0
Building & Improvements			0			0			0
Computer Equipment			60,000			20,000			20,000
Furniture & Other Equipment			90,000			20,000			10,000
Upgrades (Connectivity)			5,000			5,000			5,000
Leases/Loan Payments			550,000			550,000			550.00
Other (security, copier lease)			7,500			7,500			7,500
Total Operations & Maintenance			\$865,500			\$753,000			\$753,000
Total Expenditures			\$2,844,180			\$2,592,680			\$2,582,680
Total Revenues			\$3,045,741			\$2,839,680			\$2,839,680
Budget Balance (Revenues-Expenditures)			\$201,561			\$247,000			\$257,000

6. Organizational Structure and Governing

Board of Trustees/Governing Board

The board is made up of four members appointed by a majority vote of the existing Board of Trustees, and one parent elected by and from the Reagan Academy parent body. The board as a whole will decide the division of duties, titles and responsibilities based on the strengths and abilities of all board members.

Board of Trustee Requirements:

- At least three of the four appointed members must be a parent of a currently registered student at Reagan Academy.
- It is anticipated that new trustees will serve at least a 2-year term.
- Must be willing and able to fulfill duties as a board member to their fullest capacity.
- Must be able to attend regularly scheduled board meetings.
- Must not be a current employee of Reagan Academy or be an immediate family member of a current employee. An immediate family member is defined as a parent, spouse, child, or sibling, regardless of whether that person lives in the same household.
- Must not be married to another trustee.

Board of Trustee Responsibilities:

- Oversee school's operational budget.
- Assist in state reporting responsibilities.
- Assure charter compliance Amend charter.
- Appoint and oversee the Director/CEO
- Advise on school procurements and purchasing policies/practices.
- Approve and edit policies and by-laws.
- Honor legal commitments as required by state law including the Articles of Incorporation/By-Laws.
- The Board of Trustees, collectively, is the highest authority in the school and is responsible to the state.

Reagan Academy Parent Organization(s)

The Reagan Academy Parent Organization(s) comprises the parents whose students are registered to attend Reagan Academy. Some of the responsibilities of the organization may include:

- Organizing and maintaining additional programs under the direction of school administration.
- Assisting to coordinate the efforts of volunteers for classroom help, class activities, field trips, assemblies, and other volunteer-based activities.
- Raising funds for supplementary materials and activities as directed by management.

Reagan Academy Student Council

The Reagan Academy Student Council offers students meaningful and fun opportunities to participate in school events, service projects, and leadership training. Yearly, members of the

middle school shall elect representatives. These representatives will meet with the Student Council Faculty Advisor.

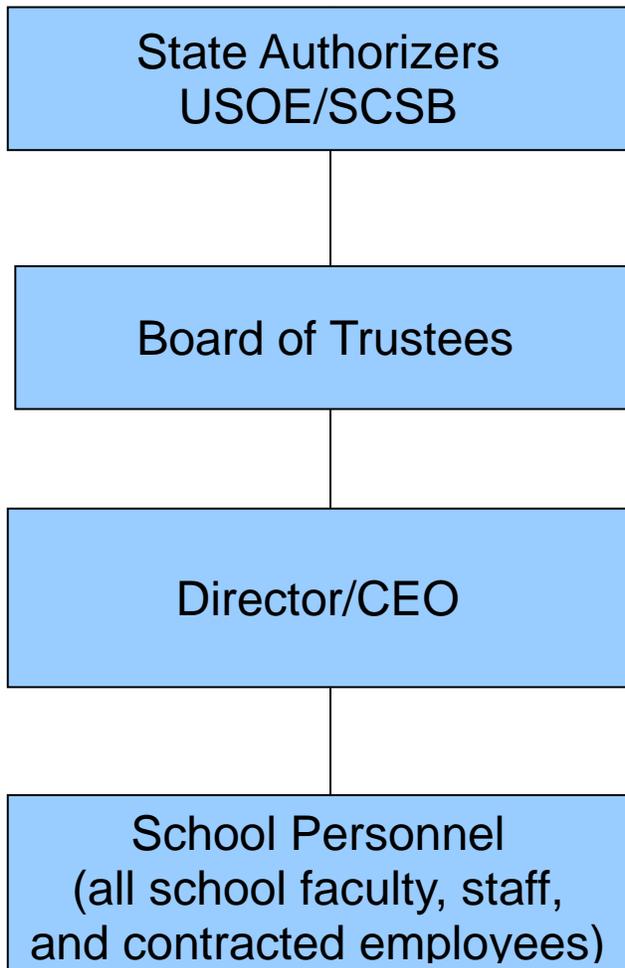
Director

The Director shall manage the school’s daily operation. The Director is subject to policy defined by the Reagan Academy School Board Executive Limitation EL-1 that states:

The CEO shall not cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, a material deviation of the school’s bylaws, articles of incorporation and charter (with particular attention to the Utah purposes of charter schools...), or in violation of the school’s assurances to the Utah State Board of Education, or commonly accepted business and professional ethics and practices.

The Director is the key representative of the school, and, as such, bears the considerable responsibility of upholding school standards and values at all times.

Organizational Chart



7. Background information sheet, affidavit and resumes

Background Information

Please provide the following information on the authorized agent, each governing body member, and any individuals responsible for the day-to-day operation of the school. A resume for each individual is also required. This page may be copied as many times as necessary.*

Name Marlene Swasey

Role in School (list positions with school) CAO, Chairman

Employment History:

Using as much space as necessary below, please provide your employment history that supports your qualifications and relates your experiences to be considered sufficiently qualified to operate a charter school. Specifically address your qualifications and experiences as they relate to the development of academic programs, operations of a school or a small business, and background in financial management.

See resume

Education History:

Using as much space as necessary below, please provide information on your educational training (including degrees earned, dates enrolled, and institutions) that supports your qualifications to be considered sufficiently qualified to operate a charter school.

See resume

Statement of Intent:

Using as much space as necessary below, provide a personal statement regarding your role and commitment to this application as it has been written.

I am excited about the opportunity to create an environment that will meet my children's need. I understand charter school and look forward to participating in this.

*The information and resume provided will be subject to verification by the board.

Background Information

Please provide the following information on the authorized agent, each governing body member, and any individuals responsible for the day-to-day operation of the school. A resume for each individual is also required. This page may be copied as many times as necessary.*

Name Valerie Throckmorton

Role in School (list positions with school) Vice Chairman/ Parent

Employment History:

Using as much space as necessary below, please provide your employment history that supports your qualifications and relates your experiences to be considered sufficiently qualified to operate a charter school. Specifically address your qualifications and experiences as they relate to the development of academic programs, operations of a school or a small business, and background in financial management.

See Resume

Education History:

Using as much space as necessary below, please provide information on your educational training (including degrees earned, dates enrolled, and institutions) that supports your qualifications to be considered sufficiently qualified to operate a charter school.

See resume

Statement of Intent:

Using as much space as necessary below, provide a personal statement regarding your role and commitment to this application as it has been written.

I have helped draft and research the provisions of this charter. As Vice Chair I look forward to the challenges of establishing this school with high expectations. My daughter will enroll in this school through eighth grade.

***The information and resume provided will be subject to verification by the board.**

Background Information

Please provide the following information on the authorized agent, each governing body member, and any individuals responsible for the day-to-day operation of the school. A resume for each individual is also required. This page may be copied as many times as necessary.*

Name Ann E. Reynolds

Role in School (list positions with school) Secretary/Parent

Employment History:

Using as much space as necessary below, please provide your employment history that supports your qualifications and relates your experiences to be considered sufficiently qualified to operate a charter school. Specifically address your qualifications and experiences as they relate to the development of academic programs, operations of a school or a small business, and background in financial management.

Resume

Education History:

Using as much space as necessary below, please provide information on your educational training (including degrees earned, dates enrolled, and institutions) that supports your qualifications to be considered sufficiently qualified to operate a charter school.

Resume

Statement of Intent:

Using as much space as necessary below, provide a personal statement regarding your role and commitment to this application as it has been written.

***The information and resume provided will be subject to verification by the board.**

Background Information

Please provide the following information on the authorized agent, each governing body member, and any individuals responsible for the day-to-day operation of the school. A resume for each individual is also required. This page may be copied as many times as necessary.*

Name Billie Teleford

Role in School (list positions with school) Treasurer/Parent

Employment History:

Using as much space as necessary below, please provide your employment history that supports your qualifications and relates your experiences to be considered sufficiently qualified to operate a charter school. Specifically address your qualifications and experiences as they relate to the development of academic programs, operations of a school or a small business, and background in financial management.

Resume

Education History:

Using as much space as necessary below, please provide information on your educational training (including degrees earned, dates enrolled, and institutions) that supports your qualifications to be considered sufficiently qualified to operate a charter school.

Resume

Statement of Intent:

Using as much space as necessary below, provide a personal statement regarding your role and commitment to this application as it has been written.

***The information and resume provided will be subject to verification by the board.**

Background Information

Please provide the following information on the authorized agent, each governing body member, and any individuals responsible for the day-to-day operation of the school. A resume for each individual is also required. This page may be copied as many times as necessary.*

Name Jackie Rawlins

Role in School (list positions with school) Board Member/Parent

Employment History:

Using as much space as necessary below, please provide your employment history that supports your qualifications and relates your experiences to be considered sufficiently qualified to operate a charter school. Specifically address your qualifications and experiences as they relate to the development of academic programs, operations of a school or a small business, and background in financial management.

Resume

Education History:

Using as much space as necessary below, please provide information on your educational training (including degrees earned, dates enrolled, and institutions) that supports your qualifications to be considered sufficiently qualified to operate a charter school.

Resume

Statement of Intent:

Using as much space as necessary below, provide a personal statement regarding your role and commitment to this application as it has been written.

*The information and resume provided will be subject to verification by the board.

8. Articles of Incorporation and Bylaws

Reagan Academy has submitted the Articles of Incorporation with the State of Utah and anticipates a certificate of Incorporation shortly. We have also prepared By-laws, which will be formally adopted, at our first public meeting according to State Law.

9. Admission Dismissal and Suspension Procedures.

Admission

Reagan Academy will comply with all federal and state laws relative to admission policies, which include an open admission. Per both federal and state law preferential enrollment will be guaranteed to the children of the Board of Trustees, as well as founding parents. A complete list of members and/or positions to be filled by volunteer parents will be submitted to the State School Board by the December 3rd meeting. This is in accordance with the direction provided by the Utah State Office of Education. The number of student preferential enrollment slots shall not exceed 10% of the total student population.

After preferential enrollment all names of prospective students shall be maintained in a secure fashion. The school will accept applications for student enrollment until one day prior to the posted date for the lottery preceding the school year for which they are applying. After this application period is closed the school shall hold a lottery to determine the student population. Siblings from founding members shall be given preferential enrollment status on a stand-by basis for future enrollment. During the lottery process siblings will also be given preferential status to ensure that family groups are enrolled together, not excluding any children when possible.

Dismissal and Suspension

Reagan Academy understands that there will be occasions in which a student must be either suspended or dismissed from the school. All applicable state laws will be upheld in this process to include those as required under IDEA. Reagan Academy understands that there will be occasions in which a student must be either suspended or dismissed from the school. All applicable state laws will be upheld in this process to include those as required under IDEA. The process will be reviewed with students and made available to the parents at the first of the school year.

10. Procedures to review complaints regarding the operation of the school

Specific procedures for handling complaints at the school are as follows:

- In all cases parents, students, teachers and administrators should try to resolve problems and concerns by addressing those directly to their source.
- If this is not possible or does not bring satisfactory results, the complainant should consult with the relevant supervisor or school representative.
- Finally, an individual can make an appeal to the Board of Trustees when all other options have been exhausted.

If the complaint is raised against the Board of Trustees, or any of its members, the individual is first to present their complaint or concern at a public board meeting in person, in writing, or

through a proxy. If the board does not resolve the complaint or concern to the individual's satisfaction, they may further pursue the matter with official state offices and file a formal complaint in accordance with established state procedures.

11. Opportunities for Parental Involvement:

Reagan Academy recognizes that one of the most important factors in effective learning and successful student progress is parental involvement. As such, Reagan Academy will provide many significant opportunities for parental involvement and will encourage all parents to give of their time to benefit the academic success of their children. In addition, the school will offer ongoing support and training outside of school for parents to strengthen their ability to participate in the partnership of their children's education.

In addition, parents are provided a regular forum to address concerns and specific issues in the school. At these forums parents give input and ideas to management for improvements in school programs.

It is expected that all parents of students at Reagan Academy will support faculty and staff in their work with students. It is expected that parents will volunteer time in or out of school to help support the school in its mission to educate students. Parents may serve in many capacities including but not limited to assisting teachers in the classroom through parental mentoring, classroom contributions, tutoring, chaperoning and with any other academic needs teachers may have in the course of educating the students.

Parents will also have other opportunities to contribute to the mission of the school outside of the classroom by serving on Reagan Academy's Board of Trustees, serving on committees, contributing on teams, or participating in other parental organizations.

12. Description of how the school will provide the following insurances: \$2 million in liability; property insurance; comprehensive/collision; and employee dishonesty bond.

The Reagan Academy will participate in the States Risk Management insurance program. This is reflected in our budgets.

13. Agreements or plans developed with school districts regarding participation of students in extracurricular activities.

Reagan Academy has no plans or agreements with other school districts regarding participation in extracurricular activities. These activities will be arranged through the school itself.

14. Qualifications to be required of teachers.

It is expected that all of our teachers will meet the state required standards for licensure as teachers. Management will work with faculty and staff to ensure that those who teach students are considered “Highly Qualified” as outlined in federal NCLB guidelines.

Where necessary we will also consider individuals with specialties that would require a Letter of Authorization for a Charter Specific License or who are working on becoming licensed through the state approved Alternate Route to Licensure (ARL) program. Management will follow up with teachers in the ARL program, properly mentor them, including the use of EYE mentors, to ensure that they meet the high standards of Reagan Academy as well as state requirements for licensure.

All teachers will be regularly trained and monitored by management to encourage the best teaching practices in the classroom. Through the process of evaluation, all teachers will improve their methods and constantly self-monitor to maximize performance.

15. The school’s intention to create a library.

The Reagan Academy will dedicate approximately 2,000 square feet of space for the purpose of our library. This will include classic literature in different versions of varying difficulty so that all students may benefit from the stories and knowledge contained therein, as well as many volumes of current interest to encourage reading among students. We will also provide current affairs reading material, both printed and electronic periodicals.

We will rely heavily on donations of appropriate material, as well as private fundraisers. We understand that our library is both very important and ever growing. As an extension of the library, we will also provide teachers with a resource library that houses materials to enhance their ability to instruct. This resource library includes a leveled library of classroom sets of good literature for a range of readers, so teachers may adequately match books to readers to maximize instruction and growth among students.

16. Administrative and Supervisory services.

The CEO/Director is responsible for the administration and supervision of the faculty, staff and school. As such, the CEO shall not cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, a material deviation of the school’s bylaws, articles of incorporation and charter (with particular attention to the Utah purposes of charter schools as defined in the parameters in the seven numbered points in attachment C), or in violation of the school’s assurances to the Utah State Board of Education (attachment H), or commonly accepted business and professional ethics and practices. More detail on the responsibilities and boundaries of the CEO/Director are contained in the board governance policies called “Executive Limitations.”

17. The school's fiscal procedures.

Reagan Academy will follow the State Office of Education guidelines for Budgeting, Accounting and Auditing for Utah School Districts. The Director will be responsible for filling out and submitting all reports that are required by state and federal law. The school's financial reporting will be in accordance with Generally Acceptable Accounting Principles (GAAP), which include Generally Accepted Governmental Auditing Standards. Revenue, expenditures, and record management will be administered by the School's CEO/Director, who will be responsible to ensure proper accounting controls are implemented with the following limitations.

The CEO/Director shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's Ends priorities, risk financial jeopardy, or fail to be derived from a multi-year plan.

With respect to the actual, ongoing financial conditions and activities, the CEO/Director shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from board priorities established in its Ends policies.

The CEO/Director shall not cause or allow corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.

18. The school's policies regarding employee termination.

All employees of Reagan Academy will be employed on an "at-will" basis according to state laws regarding "at-will" employment. The employee may be terminated for cause or no cause so long as the reasons do not violate federal and state law.

19. The school's policies regarding employee evaluation.

The Reagan Academy shall comply with all federal and state laws relative to employee evaluation. Employees of Reagan Academy shall be observed throughout each school year. The focus of ongoing improvement of our staff will ensure that the students are receiving the best education possible.

20. The school's policy regarding employment of relatives.

We will be consistent in all of our policies regarding employees, to include state and federal law. We also recognize that nepotism is a concern. Our policy will allow for employment of relatives, though relatives will not be allowed to serve in a supervisory role over another. This will be further defined in our Policy Handbook.

21. For Conversion Charter schools.

Not applicable.

22. Assurances

UTAH CHARTER SCHOOLS

Assurances

The applicant charter school hereby assures and certifies to the State Superintendent of Public Instruction that:

- A. The charter school will make provision for such fiscal control and fund accounting procedures as may be necessary to assure proper disbursement and accounting for all funds.
- B. The charter school will maintain a clear, written procedure and process for auditing school finances as per the requirements of the Utah State Office of Education.
- C. The charter school gives the Utah State Office of Education or the U.S. Comptroller General, through any authorized representative, the access to, and the right to examine, all records, papers, or other documents related to all funds, including the submission of reports as may be required.
- D. The charter school will annually provide written evidence of liability and other appropriate insurance coverages, including a description of the levels of coverage and the relationship of these coverages to local and state agency obligations.
- E. The charter school will make such reports, including reports of evaluations, in such form and containing such information as the State Superintendent of Public Instruction may reasonably require to carry out his legislative functions and to determine the extent to which funds have been effective in carrying out legislative purposes and project objectives.
- F. The charter school will comply with appropriate rules, regulations, and state guidelines except as specifically waived by the Utah State Board of Education or Legislature, and effective control will be maintained over, and accountability provided, for all funds, property, and other assets. The charter school will also adequately safeguard all public property and shall assure that it is used solely for authorized purposes.
- G. After settling any outstanding debt, all physical assets owned by the charter school become the property of the Utah State Board of Education upon the termination of the charter school.
- H. The charter school will comply with the requirements of the Family Educational Rights and Privacy Act of 1974.
- I. The charter school will not discriminate in program benefits, participation, employment, or treatment on the basis of race, color, religion or national origin, and will comply with the provisions of Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of gender.
- J. The charter school assures that no otherwise qualified person shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from local, state, or federal financial assistance.
- K. The charter school will not expend program funds for any education program, activity, or service related to sectarian instruction or religious worship.
- L. The charter school will function under an open admission policy. If the number of students applying to enroll at any grade level exceeds the capacity of the school or of, classes, or grade levels within the school, then those to be admitted shall be chosen at random from among the applicants, within the allowable mandatory and optional preferences specified in Section 53A-1a-506, Utah Code Annotated.

M. The charter school assures that it will not conduct a program of instruction until such time as:

- (1) The requisite health and safety standards for the school building have been met according to the local fire and health department inspectors;
- (2) Adequate equipment, and materials are available; and
- (3) Conditions are adequate to provide for the economical operation of the school with an adequate learning environment.

N. The charter school will comply with all applicable federal and state laws, rules, and regulations regarding the recruitment, screening, selection, and evaluation of all school employees.

O. The charter school will only employ educators who hold valid Utah Professional Educator Licenses or who meet State Board requirements for alternative licensing routes or Board authorization.

P. The charter school will employ the use of the Utah State Core Curriculum as the foundation for the instructional program for the school.

Q. The charter school will employ the use of the Iowa Test of Basic Skills and the Utah State Core Course End-of-Level Tests in the grade levels required by U-PASS as a fundamental part of the overall assessment program for the school.

R. The charter school assures that resources will be available and a process established to develop a Student Education Plan/Student Education Occupation Plan (SEP/SEOP) for each student.

S. The charter school will operate with a written procedure for student suspension and dismissal, including appeal procedures.

T. The charter school will maintain an active parent/guardian involvement process including some formal mechanism for meaningful involvement in site-based decision making.

U. The charter school will not charge tuition or fees, except those fees allowed by law. Governing Boards will adopt allowable fees annually in an open board meeting.

V. The charter school will operate under the provisions of the Utah Open Meeting Law and adopt bylaws in an open meeting.

W. A copy of the charter will be supplied to interested individuals or groups on request.

X. The charter school will submit an appropriately amended application prior to any material change affecting the purpose, administration, organization, or operation of the school.

Y. A secondary charter school will be accredited or in the process of seeking accreditation.

Z. The charter school will acquire and maintain nonprofit corporate status.

AA. The charter school will follow all state procurement rules.

BB. The charter school will maintain accurate student transcripts.

The chief administrative officer of the applicant charter school certifies that, to the best of his/her knowledge and belief, the data in this application are true and accurate, and that the applicant will comply with the assurances noted above if this application is approved. Therefore, this application for charter school status

and funding is hereby submitted with the full approval and support of the governing body and chief administrative officer of the proposed charter school.

Name (type): Marlene Swasey

Title (type): Chief Administrative Office

Signature: _____

Date: September 14, 2004

Admission Procedures

Admission is not limited based upon ethnicity, national origin, religion, gender, income level, disabling condition, proficiency in the English language or athletic ability. There are no tuition or fees charged for attending Reagan Academy Charter School except those allowed by law.

Reagan Academy Charter School will admit all eligible pupils who submit a timely application. A charter school shall give enrollment preference to children of founding members, pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school. If, by the application deadline, the number of applications exceeds the capacity of a class, grade level, or building, all applications for that class, grade level or building will be selected for the available slots through a lottery, except that preference as allowed in law shall be given. After the application deadline, pupils for any remaining slots will be accepted in order of their lottery position. If an opening in the school occurs mid-year and no students remain from the original lottery, a notice for applications will be announced and applicants enrolled on the same basis as outlined above.

These admission procedures have been approved in legislation and by the Utah State Board of Education. If you have other administrative details of how you intend to facilitate acceptance of applicants to your school, they should not be in conflict with the language noted above.

Proof of Insurance

Reagan Academy Charter School will provide to the Board a certificate of insurance before the first day of school in its initial year and annually thereafter.

Electronic Data Submission

Reagan Academy Charter School will have the technology and ability to meet all of the electronic data submission requirements for charter schools.

Nonsectarian Statement

Reagan Academy Charter School is nonsectarian in its programs, admission policies and employment practices and all other operations.

Special Education/Exceptional Student Services Training

The applicant/authorized signer for **Reagan Academy** Charter School will take a one-day Special Education training class sponsored by the Utah Department of Education subsequent to signing the contract, but prior to the first day of instruction and annually thereafter.

Marlene Swasey

9/15/04

CAO (please print)

CAO's Signature

Date

23. Waivers for State Board of Education Rules.

The Reagan Academy is not seeking waivers from any state rules at this time beyond those normally afforded to Charter Schools in Utah. The State School Board will be notified of the intent to apply for a waiver prior to the December 3rd scheduled meeting. Either State School Board and/or State Legislative Administrative Rules Committee action will determine the necessity of this waiver.

24. Additional information/Letters of Support

25. Statement of participation in the Utah State Retirement System.

The Reagan Academy has chosen not to participate in the Utah State Retirement System.